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OIT 0158x-88

9 November, 1987
OED/Memos 1771

OIT/TRIS
LOGGED
25 JAN 1988

MEMORANDUM FOR: Director, Office of Information Technology

INFO: Chief, Real Estate and Construction Division
Office of Logistics

Chief, Information Management Staff

FROM: [REDACTED] 25X1

Chief, Support Staff,
Office of External Development

SUBJECT: Communication Requirements for New Office
Building

1. Action Requested: For the Office of Information Technology (OIT) to procure and install the below listed communication equipment in the Office of External Development's (OED) new office. OED will transfer funds for the procurement of this equipment to OIT once the total cost is determined.

2. Background: OED has been advised that it would have to vacate its current office space at [REDACTED] on or about 1 October 1988. At the same time, OED was also informed that the Headquarters space originally allocated for the Component's permanent location would not be ready for occupancy until sometime in 1992. In view of these deadlines, the Directorate of Operations Management decided that OED should

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Communications Requirements continued:

seek permanent quarters in a commercial office building located near OED's existing training and safehouse facilities so as not to disrupt on-going operations. Approval for this effort was obtained on 16 October 1987 (copy attached) from the Agency's Executive Director. As a result of this approval, OED is presently working in conjunction with the Office of Logistics (OL) to identify appropriate office space somewhere in the Tysons Corner corridor. OL anticipates that this process should take between 60 to 90 days from the approval date.

3. OED'S Communication Requirements: OED's role in managing the NOC program dictates that the new office space have cable sending and receiving capabilities, secure green line telephones, local black line (nonsecure) phone service including both 800 and non-published numbers. More specifically, OED will require the following:

- a. Cable sending and receiving capabilities, as well as its own cable address designation.
- b. The movement/installation of the following computer related equipment by location.

S E C R E T

Legend:
 W Wang Workstation
 WP Wang Printer
 D Delta Data Workstation
 DP Delta Data Printer

<u>Location</u>	<u>Present To Be Moved</u>	<u>Additional Requirements</u>	<u>Total</u>
(1) Front Office	3-W 2-WP	1-W 2-D 1-DP	4-W 2-WP 2-D 1-DP
(2) Support Staff	21-W 2-WP 5-D 1-DP 1-DP(Cable)	3-W 1-WP 4-D	24-W 3-WP 9-D 1-DP 1-DP(Cable)
(3) NOC OPS Staff	13-W 1-D	1-W 1-DP 1-DP(Cable)	14-W 1-D 1-DP 1-DP(Cable)
(4) NCB Staff	8-W 1-WP 3-D	5-W 1-WP 2-D 1-DP	13-W 2-WP 5-D 1-DP
(5) CCS Staff	11-D 1-IBM PC 1-PC Printer	4-D 1-IBM PC 3-W 1-WP	15-D 2-IBM PC 1-PC Printer 3-W 1-WP
(6) NSU Staff	10-W 2-WP 2-D	3-W	13-W 2-WP 2-D
(7) Registry	3-D 1-DP FAX 2700 W007 Shredder	 2-W 1-WP	3-D 1-DP 2-W 1-WP FAX 2700 W007Shredder
(8) Equipment Room	6-W Drives 3-W CPU 1-Wisebox 2-W	2-W Drives 1-W CPU 2-W	8-W Drives 4-W CPU 1 Wisebox 4-W

S E C R E T

Communication Requirements Continued:

c. Telephone Requirements for OED Move

The following is a breakdown of the telephone requirements for OED's move to commercial office space. The secretaries in each branch have been included in the number of telephone sets required but it should be noted that they will need call directors for their black phones depending on the arrangement of the offices.

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Communications Requirements Continued:

<u>Location</u>	<u>Present</u>	<u>Additional</u>	<u>Total</u>

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The black phones should contain 2 direct local lines. No sterile or 800 numbers are needed.

4. If you require any additional information concerning OED's request, please contact me on (green).

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O/D/OIT Routing SlipDate 26 JAN 1988

	<u>Action</u>	<u>Info</u>	<u>Seen</u>
D			
DD			
Nancy			
Rose			
Terry			
C/CSG	✓		
C/EG			
C/DG			
C/OG			
C/MG			
C/TSS			
C/CSPO			
C/A&TPS			

STAT

COMMENT:

Suspense 19 Feb 88

CSG Action in coordination
with OG

INFO } D/OIT
Copy } C/OG
TO } C/EG

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